

CITY OF BEAVERTON

GIS Manager

General Summary

Manage, planning and day-to-day operations of Geographic Information Systems section. Plan, design and implement the City-wide Geographic Information System. Manage GIS applications development and support. Perform a wide variety of advanced level, complex assistance to departments and management.

Key Distinguishing Duty

Overall responsibility for the Geographic Information Systems and staff of the section including hiring employees, responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage the Geographic Information Systems (GIS) section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Finance division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Manage the development of City-wide Geographic Information systems. Analyze business needs and implement Geographic Information Systems. Maintain and preserve the integrity and design of the Geographic Information System. Research new developments and applications in Geographic Information Systems. Make recommendations regarding Geographic Information Systems strategic planning.
4. Serve as project manager or project team member for development or integration of new information systems. Serve on, or provide support to, a variety of committees, task forces, and advisory groups.
5. Develop GIS standard policies and procedures for overall administration, including compliance with state and federal statutes, rules and regulations.
6. Develop and conduct training in GIS systems, methodology, software and applications.

7. Negotiate interdepartmental and inter-jurisdictional agreements related to GIS. Participate in a variety of committees, task forces and intergovernmental programs/activities with local, state and regional organizations.
8. Prepare, recommend and monitor GIS budget. Provide explanation for variances.
9. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results and customer service.
10. Produce an acceptable quantity of quality of work that is completed within established timelines.
11. Follow standards as outlined in the Employee Handbook.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the GIS section, division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of principles and practices of Geographic Information Systems (GIS).
- ◆ Advanced knowledge of the usage of GIS applications.
- ◆ Advanced knowledge of cartography/geography.
- ◆ Advanced knowledge of tools and systems used to develop, design, and publish web-based, data-driven applications.
- ◆ Advanced ability to use word processing graphics applications, spreadsheet programs, or other application software as required for the position.
- ◆ Advanced knowledge of application development processes in a web-based environment.
- ◆ Advanced knowledge of the usage of web applications and web sites.
- ◆ Advanced knowledge of principles and practices of database structure, design and management.
- ◆ Advanced knowledge of principles and practices of computer web programming.
- ◆ Advanced knowledge of programming methodologies and languages.
- ◆ Advanced knowledge of data models.
- ◆ Advanced knowledge of knowledge of GIS development and support.
- ◆ Advanced knowledge of statistical analysis for GIS.
- ◆ Advanced knowledge of principles and practices of strategic planning methods.
- ◆ Advanced knowledge of the principles and practices of project management, systems analysis, and business application design.
- ◆ Advanced knowledge of information services technology.
- ◆ Advance knowledge of the principles and practices of remote sensing, global positioning systems, land surveying, and geodetic control.
- ◆ Advanced knowledge of legal descriptions for properties.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resource management practices.
- ◆ Working knowledge of the laws and regulations governing web publishing.
- ◆ Working knowledge of the principles and practices of engineering.
- ◆ Working knowledge of drafting and computer-aided drafting techniques and software.

Skills/Abilities Required

- ◆ Advanced skill in GIS planning and development.
- ◆ Advanced ability to use web development tools and programming languages.
- ◆ Advanced skill in complex analysis and integration of data from a variety of sources.
- ◆ Advanced ability to use word-processing, spreadsheet programs or other application software as required for position.
- ◆ Advanced skill in managing multiple tasks, projects and priorities.
- ◆ Advanced ability to collaborate with executives, users and the public on development of GIS products, applications and web systems.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to provide technical leadership to developer/analysts in a web environment.
- ◆ Advanced ability to provide technical leadership in a GIS environment.
- ◆ Advanced ability to coach, mentor, and manage work of subordinate professional and technical staff.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.

- ◆ Advanced ability to read and interpret legal descriptions, digital engineering plans.
- ◆ Strong ability to define software development process.
- ◆ Strong ability to define software development standards and templates.
- ◆ Strong ability to match software development resource skills with project needs.
- ◆ Strong ability to make presentations and develop reports that may contain technical information.
- ◆ Strong ability to manage multiple projects and priorities.

Minimum Qualifications Required for Entry

Bachelor's degree in geography, civil engineering, planning, computer science, or related field, and five years experience in GIS, including two years in a lead or supervisory capacity, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Senior Planner

Revised: 1/98

New class specification title 1/98: GIS Supervisor

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date